

**MAYOR AND TOWN COUNCIL
TOWN OF FOREST HEIGHTS**

RESOLUTION 62-20

A RESOLUTION TO SELECT A PROPOSAL AND AWARD A CONTRACT FOR AUDITING SERVICES FOR THE TOWN OF FOREST HEIGHTS FOR FISCAL YEARS 2020-2022 TO FRANCIS J. DISALVO, CPA TO PERFORM THE YEAR ENDING JUNE 30, 2020 AUDIT AND THE SUBSEQUENT AUDITS FOR AN ADDITIONAL TWO (2) FISCAL YEARS THEREAFTER

Introduced by: Mayor Habeeb-Ullah Muhammad

WHEREAS, the Town Charter, §33-57 (Audits) requires that the financial books and accounts of the Town shall be audited annually by a certified public accountant selected by the Mayor and Council; and

WHEREAS, the Town Charter, §33-63 (Purchases and contracts) states that all contracts involving professional services such as accounting, architecture, auditing, engineering, law, planning, and surveying, shall not be on a bid basis, but shall be negotiated by the Council; and

WHEREAS, the Town issued a request for proposals (RFP's) for professional audit services on August 20, 2020; and received three proposals by the due date of September 9, 2020; and

WHEREAS, the Mayor appointed a Audit Firm Selection Recommendation Committee which convened on October 10, 2020 by Zoom conference to analyze, discuss and consider for recommendation the three proposals of (i) Francis J. DiSalvo, CPA, (ii) UHY, LLP and (iii) Jaramillo Accounting Group; and

WHEREAS, said Committee made certain findings regarding each proposal and concluded with several recommendations conveyed by letter dated October 29, 2020 to the Mayor including a recommendation that the Mayor and Council enter into a services agreement with the firm of Francis J. DiSalvo, who has served as the Town Auditor since FY 2005; and

WHEREAS, the Mayor and Council finds that it needs a firm with a strong background and local experience in financial and compliance audits, which Francis J. Disalvo, CPA has performed for several municipalities in the past including the Town; and

WHEREAS, the Mayor and Council further finds the Town of Forest Heights Budget for FY 2020, appropriates funds for the Annual Town Audit in line item **7023**.

NOW THEREFORE, BE IT RESOLVED that the Mayor and Town Council of the Town of Forest Heights, Maryland hereby selects and approves the proposal and further agrees to accept Francis J. DiSalvo, CPA's engagement letter or agreement to perform the financial and compliance audit and provide related audit services for the years ending June 30, 2020, June 30, 2021, and June 30, 2022 at the initial cost of \$14,000.00 with fee increases to \$14,853.00 in FY 2022, provided an appropriation for services is approved and funds are made available in the future FY budgets.

The Town of Forest Heights

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BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon passage.

PASSED this 18 day of November 2020.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

MUHAMMAD

KENNEDY II

NOBLE

BARNES

HINES

WASHINGTON

ATKINSON

Yea
Yea
Nay
Yea
Yea
Yea
Yea

ATTEST:

THE TOWN OF FOREST HEIGHTS,
MARYLAND

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

SIGNATURE ON FILE

By Mayor Habeeb-Ullah Muhammad, Mayor

SIGNATURE ON FILE

By Calvin Washington, Council President

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 18 day of November 2020 with 6 Aye votes and 1 Nay votes the aforesaid Resolution 62-20 passed.

SIGNATURE ON FILE

Sherletta Hawkins, Town Clerk

Exhibits – (i) RFP for Audit Services, (ii) Three (3) CPA Proposals and
(iii) DiSalvo CPA Engagement Letter

The Town of Forest Heights